



UTREx Clearinghouse



USOE - SIS2000+

SIS2000+

UTREx Clearinghouse Process



SIS2000+ UTREx Clearinghouse Edit Program Index

| | |
|---|---------|
| Automated SIS2000+ Flat File Upload | page 3 |
| Validating (Processing) SIS2000+ Clearinghouse flat file | page 4 |
| Creating and Uploading the SIS2000+ flat file – Complete Process | page 4 |
| Validating (Processing) your SIS2000+ Clearinghouse flat file | page 7 |
| Getting SIS2000+ Enrollment Data Reports from the UTREx Clearinghouse Extract | page 8 |
| SIS2000+ Data Quality Tool | page 11 |
| Common UTREx Clearinghouse errors | page 13 |
| S.S.I.D. Process | page 14 |
| Reports | page 15 |





Automated SIS2000+ data flat file upload for UTREX Clearinghouse:

We have Automated SIS2000+ UTREx Clearinghouse data flat file export for all users of SIS2000+.

Derek Howard has created scripts for **each** SIS2000+ district/charter to automate the UTREx clearinghouse upload.

What this process does:

- ☐ Executes the clearinghouse extract script (Step #1 of the manual process from within SIS2000+)
- ☐ Executes the clearinghouse export script (Step #2 of the manual process from within SIS2000+)
- ☐ Generates the clearinghouse flat file
- ☐ Uploads the clearinghouse flat file to UTREx

You will still need to process the data flat file after it has been uploaded to UTREx on the DC – (Data Collector server).

This upload process will not process the flat file. The data flat file will just be uploaded. Users will still need to login and process (**Start Collection**) the data flat file.

This automatic process will not automatically generate any reports on UTREx without you processing the flat file, first.

The automated process was started nightly September 12th, 2011.

This process will run nightly sometime after 1:00 a.m. Your individual clearinghouse data flat file will be ready for you to Start Collection on the UTREx / Data Collector server every morning.

If you prefer that Derek does not automate your district/charter flat file, please e-mail him: Derek.Howard@schools.utah.gov and let him know.

If you opt-out of the automated process, it will be up to you to generate the clearinghouse file and upload it to UTREx Clearinghouse server.

If you have any questions, please contact Derek Howard: Derek.Howard@schools.utah.gov

You can also, setup Start Collection as a scheduled task. This will process your file after SIS2000+ has uploaded your data flat file. Instructions are found in the: UTREx SIFWorks VRF Data Collector Instructions page 25 – Scheduling Data Collection.

UTREx Clearinghouse questions need to go to Clint Thomsen. clinton.thomsen@schools.utah.gov

Validating (processing) SIS2000+ data flat files:

Login to the UTREx Clearinghouse website:

<https://utrex.schools.utah.gov/portal/web/Pages/Directory/Authentication/Login.aspx>

Login to the DC (DATA Collector) and **Start Collection**. This will process your flat file.

After this process is complete: Follow the UTREx Instructions to see what errors need correcting.

After correcting the data errors in SIS2000+ database, if you wish to see if the errors are fixed the same day, you must create and upload the Clearinghouse flat file again and **Start Collection** (reprocessing the file).

You can also wait until the automatic upload processes during the night after 1:00 a.m. to check to see if your data has been corrected.

Remember, SIS2000+ automatic flat file upload does not process your file.

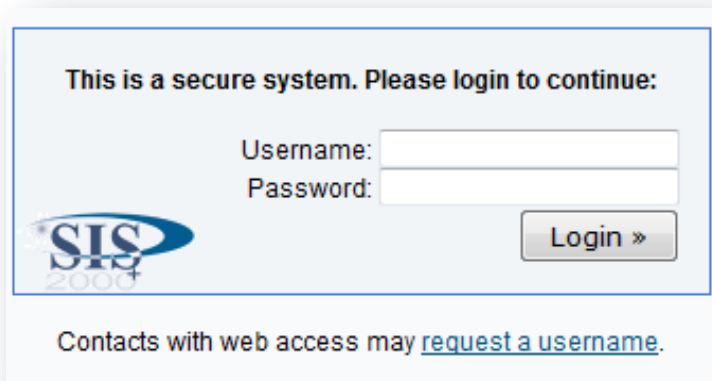
You will still need to login and Start Collection (reprocessing the file) to have the flat file processed.

Creating and Uploading the SIS2000+ flat file:

To create the SIS2000+ flat file needed to run through the UTREx Clearinghouse validation:

You will need to create the data flat file for the **UTREx Clearinghouse Edit Process** on the **SIS2000+ web site**.


Login to your district or school's SIS2000+ web site:



This is a secure system. Please login to continue:

Username:

Password:



Contacts with web access may [request a username.](#)



Select the **Clearinghouse** Icon



Select: **Clearinghouse Export**

Select the date you wish to export for:

October 1, December 1, Year End, Today, or Custom

Clearinghouse Export

Select Dates

Please select which clearinghouse update this is for, or enter a custom date.

- ☒ October 1 (10/01/2011)
- ☐ December 1 (12/01/2011)
- ☐ Year End (06/04/2010)
- ☐ Today (09/13/2011)
- ☐ Custom: 09/13/2011

Change this date range to exclude students from the export.

Students Enrolled Between 8/24/2009 and 6/04/2010

Select Schools

Select: [All](#) - [None](#)

- | | |
|---|--|
| <input checked="" type="checkbox"/> 101 - Sani-Tooele Preschool | <input checked="" type="checkbox"/> 146 - Sani-Willow Elementary |
| <input checked="" type="checkbox"/> 102 - Sani-Copper Canyon Elementary | <input checked="" type="checkbox"/> 308 - Sani-Grantsville Jr. High School |
| <input checked="" type="checkbox"/> 104 - Sani-Dugway Elementary | <input checked="" type="checkbox"/> 404 - Sani-Tooele Jr High |
| <input checked="" type="checkbox"/> 106 - Sani-East Elementary | <input checked="" type="checkbox"/> 408 - Sani-Clarke N. Johnsen Jr. High |
| <input checked="" type="checkbox"/> 108 - Sani-Grantsville Elementary | <input checked="" type="checkbox"/> 704 - Sani-Dugway High |
| <input checked="" type="checkbox"/> 112 - Sani-Harris Elementary | <input checked="" type="checkbox"/> 708 - Sani-Grantsville High School |
| <input checked="" type="checkbox"/> 116 - Sani-Ibapah Elem | <input checked="" type="checkbox"/> 712 - Sani-Tooele High |
| <input checked="" type="checkbox"/> 120 - Sani-Stansbury Park Elem | <input checked="" type="checkbox"/> 714 - Sani-Wendover High |
| <input checked="" type="checkbox"/> 124 - Sani-Rose Springs Elementary | <input checked="" type="checkbox"/> 720 - Sani-Stansbury High School |
| <input checked="" type="checkbox"/> 128 - Sani-Middle Canyon Elementary | <input checked="" type="checkbox"/> 740 - Sani-Tooele High School South Ca |
| <input checked="" type="checkbox"/> 132 - Sani-Northlake Elementary | <input checked="" type="checkbox"/> 745 - Sani-Tooele Home Study |
| <input checked="" type="checkbox"/> 134 - Sani-Overlake Elementary | <input checked="" type="checkbox"/> 750 - Sani-Grantsville Home Study |
| <input checked="" type="checkbox"/> 136 - Sani-Vernon Elem | <input checked="" type="checkbox"/> 765 - Sani-Stansbury Home Study |
| <input checked="" type="checkbox"/> 138 - Sani-Settlement Canyon Elem | <input checked="" type="checkbox"/> 990 - Sani-Tooele Homeschool Testing |
| <input checked="" type="checkbox"/> 140 - Sani-Anna Smith Elementary | <input checked="" type="checkbox"/> 995 - Sani-Tooele Private School Testi |
| <input checked="" type="checkbox"/> 142 - Sani-West Elementary | <input checked="" type="checkbox"/> 999 - USOE Test School |

Last extracted: 7/26/2011 3:48:43 PM

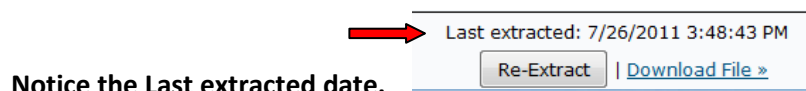


Re-Extract

| [Download File »](#)

To upload a new data flat file to UTREx Clearinghouse: Select **Re-Extract**

While the file is Re-Extracting, you can close the window and work on other things and come back to it later if you want to. Closing the browser window will not stop the re-extracting of the file, it will continue extracting.



Notice the Last extracted date.

This will let you know the last time the flat file was extracted.

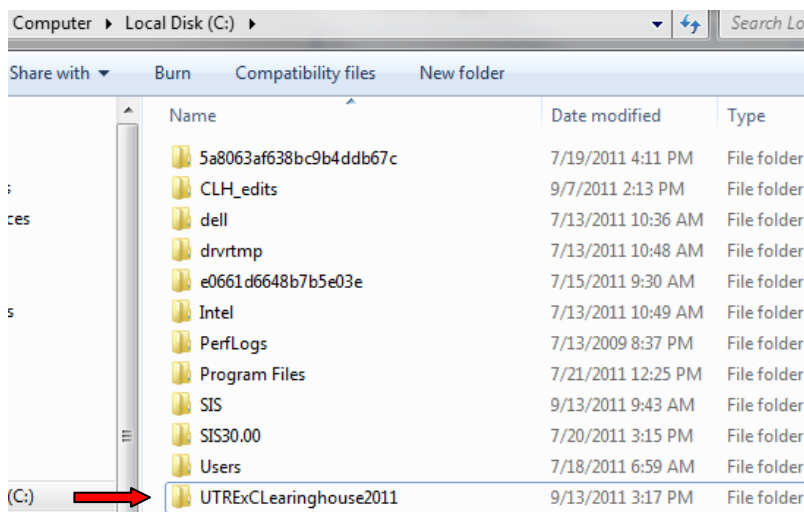
You need to Re-Extract the flat file every time you have corrected errors in your SIS2000+ data to get the latest data changes to student records.

Data changes daily, any changes made in your database need to be Re-Extracted in the Clearinghouse Export or run the Start Collection on the Data Collector side of the UTREx Clearinghouse process.

After the Re-Extract has finished – Select Download File and save it to your computer.



Create a folder on your computer to save your UTREx Clearinghouse flat files in before you download your flat file, so you can browse to it and locate it easily.



After saving your flat file in your folder,

Go to the UTREx Site:

<https://utrex.schools.utah.gov/portal/web/Pages/Directory/Authentication/Login.aspx>

Login to the DC (DATA Collector) side of UTREx and **Start Collection**. This will process your new flat file.

Browse to the folder you saved your SIS2000+ flat file in and upload it to the **DC –Data Collector**.

Start Collection. After you are satisfied with the error results of your file - Validate your which will send it on through the collection process.

Validating (processing) - SIS2000+ data flat files through UTREx Clearinghouse after you have uploaded it, again.

Login to the UTREx Clearinghouse website:

<https://utrex.schools.utah.gov/portal/web/Pages/Directory/Authentication/Login.aspx>

Go to the DC (DATA Collector) and **Start Collection**. Start Collection will process your flat file for error detection.

After the validation process is complete: Follow the UTREx Instructions to see what errors need correcting.

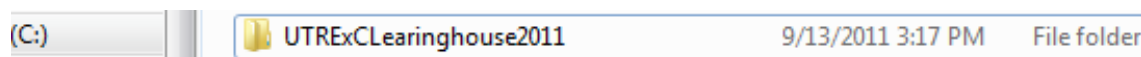
After correcting the data errors in SIS2000+, you must upload the flat file, again and **Start Collection** (reprocessing the file), if you wish to see if the errors are fixed the same day.

You will repeat this process until your data has no errors for your final data submission. You will no longer receive an e-mail confirmation that your data is clean or that you have finalized your data submission. You will need to e-mail Kristin.Campbell@schools.utah.gov and let her know you are ready for her to check your data and make sure your data is good. Kristin will contact you if there are problems with your data. Otherwise, your process should be complete.

Remember, SIS2000+ automatic flat file upload does not process your file and does not automatically create reports.

You will still need to login and Start Collection validation (reprocessing the flat file).

Each year, create a UTREx Clearinghouse folder by year and save your UTREx clearinghouse Data Reports and SIS2000+ Enrollment Data Reports.



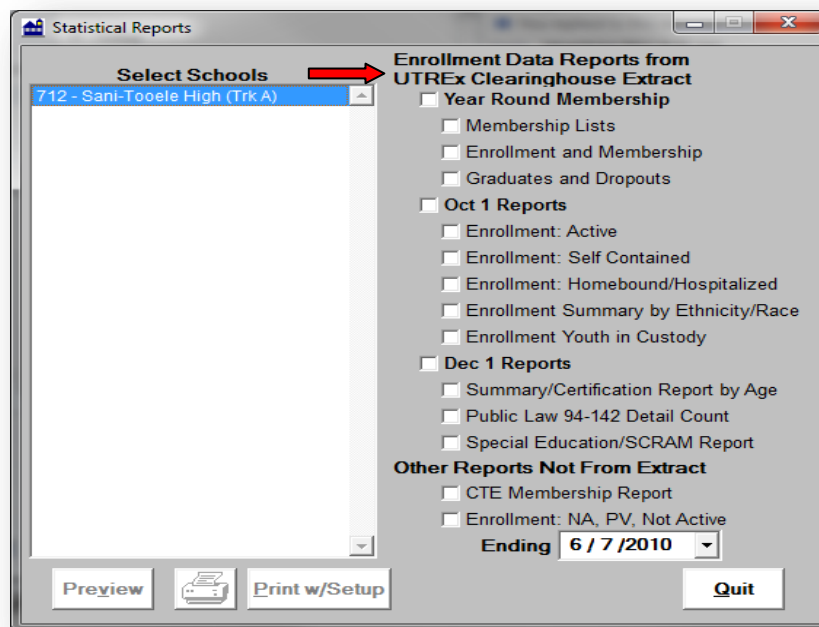
You can save all reports in this folder and this folder should be saved to a CD or a flash drive for safe keeping from year to year! Saving the data in multiple ways will help with opening data, losing data, etc.

These reports are critical for you to have available when you have your data audited. Make sure more than one person knows where the data files can be accessed.

Getting the SIS2000+ Enrollment Data needed to process SIS2000+ Enrollment Data Reports

You will need to first **Re-Extract** the data in the **Clearinghouse Application / Clearinghouse Export** on the **SIS2000+ web site before running the Enrollment Data Reports**. These reports are separate reports than what you will receive from UTREx Clearinghouse. Keeping both sets of the reports is critical for auditing.

To find the Enrollment Data Reports: Go to SIS2000+ Client side of SIS2000+. Go to: **Enrollment Module / Reports Module / Select Enrollment Data Reports**.




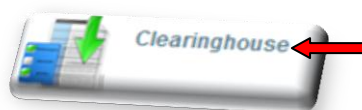
Login to the SIS2000+ web site:

This is a secure system. Please login to continue:

Username:

Password:





Select the **Clearinghouse** Icon



Select: **Clearinghouse Export**

Select the date: Select Year End for end of year data extract.

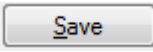
Select the date you wish to export for:

October 1, December 1, Year End, Today, or Custom



When selecting Custom: Students Enrolled Between should be your first day of school and (today)

Select – Re-Extract and after it has re-extracted your data – Select: [Download the file](#)

You can  the file or  the file.



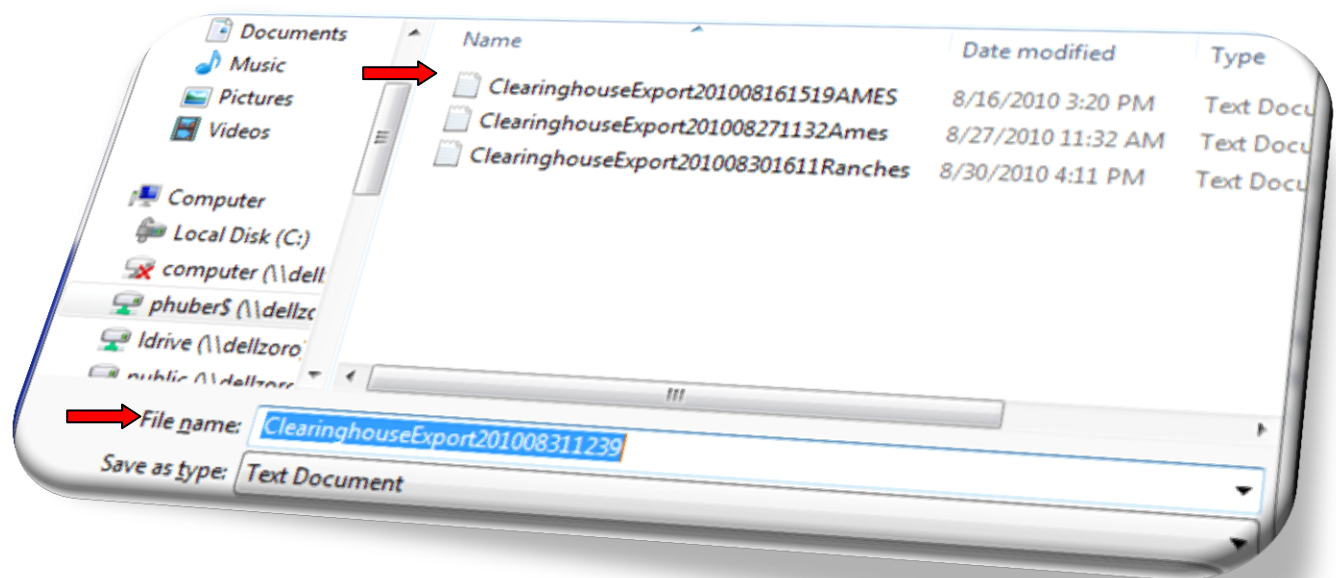
To  the file: Select 

Browse to the location you created your UTREx Clearinghouse file folder



Open the folder you want to save the UTREx Clearinghouse flat file in.

File name will default to: **Clearinghouse Export** and include the date of the export.



You should leave the **File name** with the date. The date will help you reference what day you extracted the data.



Select **S**ave

If, you can choose to **Open** the data as a Text file.



This is what a text file will look like.

A screenshot of a text file with a white background. A red arrow points to the first column of data. The data is organized into columns separated by spaces. The first column contains school codes (AC=), the second contains district codes (01, 02), the third contains student IDs (e.g., 412450, 541996), the fourth contains grade/subject descriptions (e.g., 4Kindergarten - All, 4First Grade, 4Elementary Math), the fifth contains test scores (e.g., D22020000001, 22010000002), and the sixth contains status codes (F, E).

| | | | | | | |
|-----|----|----|--------|---------------------|--------------|---|
| AC= | 1 | 01 | | 4Kindergarten - All | D22020000001 | F |
| AC= | 2 | 01 | | 4Kindergarten - All | D22020000001 | F |
| AC= | 2 | 01 | 412450 | 4First Grade | 22010000002 | F |
| AC= | 3 | 01 | 541996 | 4First Grade | 22010000002 | F |
| AC= | 4 | 01 | 550170 | 4First Grade | 22010000002 | F |
| AC= | 5 | 01 | 540956 | 4First Grade | 22010000002 | F |
| AC= | 1 | 02 | 412450 | 4Elementary Math | 07010000007 | F |
| AC= | 2 | 02 | 541996 | 4Elementary Math | 07010000007 | F |
| AC= | 3 | 02 | 550170 | 4Elementary Math | 07010000007 | F |
| AC= | 4 | 02 | 540956 | 4Elementary Math | 07010000007 | F |
| AC= | 5 | 02 | 523255 | 4Elementary Math | 07010000007 | F |
| AC= | 6 | 02 | 462994 | 4Elementary Math | 07010000007 | F |
| AC= | 7 | 02 | | 4Elementary Math | 07010000007 | F |
| AC= | 8 | 02 | 546274 | 4Elementary Math | 07010000007 | F |
| AC= | 9 | 02 | 447424 | 4Elementary Math | 07010000007 | F |
| AC= | 10 | 02 | 1500 | 4Elementary Math | 07010000007 | F |
| AC= | 11 | 02 | 306714 | 4Elementary Math | 07010000007 | F |
| AC= | 12 | 02 | 550579 | 4Elementary Math | 07010000007 | F |
| AC= | 13 | 02 | 20932 | 4Elementary Math | 07010000007 | F |
| AC= | 14 | 02 | 101207 | 4Elementary Math | 07010000007 | F |
| AC= | 15 | 02 | | 4Elementary Math | 07010000007 | F |
| AC= | 16 | 02 | | 4Elementary Math | 07010000007 | F |
| AC= | 17 | 02 | | 4Elementary Math | 07010000007 | F |
| AC= | 18 | 02 | 34346 | 4Elementary Math | 07010000007 | E |

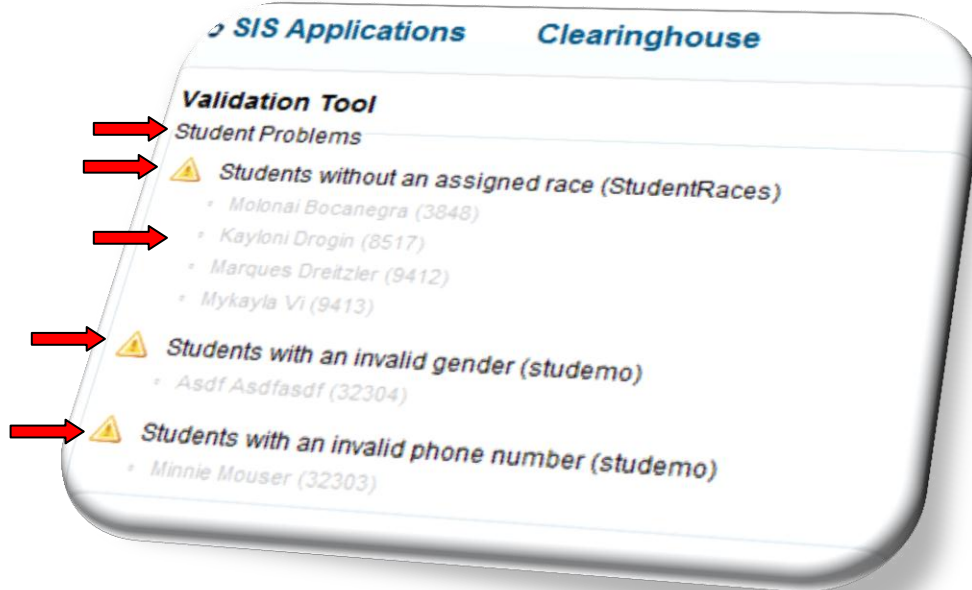
Correcting your student data with the Data Quality Tool:

Data Quality Tool



This will help find student data errors before you put it through the UTREx Clearinghouse Edit Process but, will not be used as the validation for your UTREx Clearinghouse errors.

The **SIS2000+Data Quality Tool** will help you determine what errors are in your school(s) data before running it through the **UTREx Clearinghouse Edit Process by school:**



Go back into SIS2000+ FoxPro client Module and correct all errors listed below **Student Problems, etc.**

This process will need to be done every day because data changes occur daily in schools. Keeping data accurate is **critical**. This saves a lot of stress when data submission has deadlines. You should be editing and correcting your data weekly throughout the school year.

You will need to fix the data in FoxPro SIS2000+ and then create (Re-extract) a data file again and again before submitting it to the UTREx Clearinghouse. You will do this process **over and over** until the data has no errors.

If October 1st or December 1st falls on a weekend, it will be submitted the following Monday. Read the UTREx Clearinghouse Instructions for complete information.

October 1 is due October 15 but **data is always dated October 1.**

December 1 is due December 15 but **data is always dated December 1**, and Year End is due **July 7th**.



It is wise to submit the Year End (S3) data by July 2th.

All UTREx Clearinghouse reports are critical for you to print and file for audits from year to year.

Download and save all UTREx Clearinghouse Reports after each October 1, December 1, and Year End submissions.

Common UTREx Clearinghouse Errors:

S.S.I.D. Errors – always correct all your **S.S.I.D.** errors first, if possible. Go to **Enrollment Module** ➔ **S.S.I.D Process Module** and proceed through the process, making sure to Verify your SSID numbers.

➔ SL.001 **Fatal** Must be present - Invalid because Statewide Student ID is required but is blank

19980501 = BirthDate, null = Statewide Student ID

If it is a **student (S1)** error, go to the **Enrollment Module** ➔ **Student Editor Module** and correct it there.
If it is a **teacher (AC)** error, go to the **System Module** ➔ **Faculty Module** and correct the data there.
If it is a **course or class (AC, AM)** error, go to the ➔ **Scheduling Module** and correct the data there.

Cactus ID – Teacher Identifier Missing -go to the **System Module** ➔ **Faculty Module** ➔ **Certification Tab** and correct or add the teacher cactus number there.

| General | Address | Status | Certification | Permissions | | | | | | |
|--|---------------|---------|---------------|-------------|---------------|-----------|---------|-----------------------|---------------|--|
| <table border="1"> <thead> <tr> <th>Certification</th> <th>Cert Type</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>Cactus Identification</td> <td>Certification</td> <td></td> </tr> </tbody> </table> | | | | | Certification | Cert Type | Subject | Cactus Identification | Certification | |
| Certification | Cert Type | Subject | | | | | | | | |
| Cactus Identification | Certification | | | | | | | | | |

Student has more than 10 days: go to the **Enrollment Module** ➔ **Student Editor Module** and correct the data there.

➔ S1.377 **Fatal** Total Membership > 10, no 'AM' records - Student Record

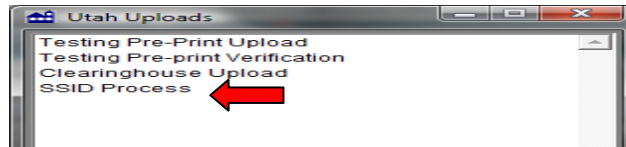
The record is invalid because the student has more than 10 days total membership ('S1'+ 'S2'+ 'S3') in the school, but has no 'AM' records and is not Pre-K and not out of state (Resident Status = 'C'). At least one 'AM' record is required.

District of Residence error - go to the **Enrollment Module** ➔ **Student Editor Module** ➔ **Addresses Tab** and correct the data there.

| General | Addresses | Misc. | Other | Enrollment | Picture | | | | | | |
|--|--------------------|-----------------------|-------|------------|---------|--------------|--------------------|-----------------------|--|--|--------|
| <table border="1"> <thead> <tr> <th>Home Address</th> <th>Edit Address/Phone</th> <th>District of Residence</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Tooele</td> </tr> </tbody> </table> | | | | | | Home Address | Edit Address/Phone | District of Residence | | | Tooele |
| Home Address | Edit Address/Phone | District of Residence | | | | | | | | | |
| | | Tooele | | | | | | | | | |

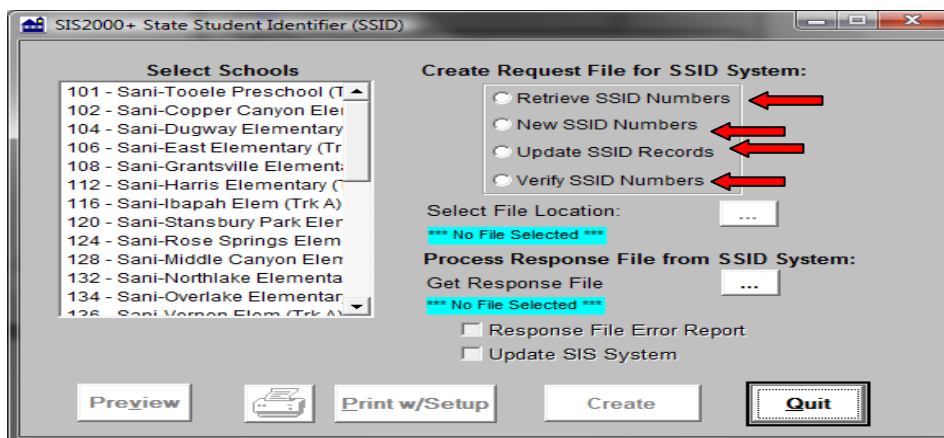
S.S.I.D. Process in SIS 2000+

Before submitting your data to the state, make sure you have verified and reconciled your student S.S.I.D.'s on the S.S.I.D. website. <https://ssid.schools.utah.gov/ssid/login.aspx> **This is critical!**



Run the SSID Process in this order:

- First --** Retrieve SSID Numbers, even if they are kindergarten students, then - Update SSID Numbers
- Second --** Retrieve New SSID Numbers then - Update SSID Numbers
- Third --** Update SSID Records. Update is used to change the attributes for a student that already exists in the SSID data system. The submitted row's SSID, LEA Number, and LEA Student Number must match an existing student.
- Fourth --** Verify SSID Numbers. This will verify that an existing student's SSID and attributes, as recorded in the LEA SIS2000+ system, match the SSID data system. Make corrections with duplicated students, etc. - If they are not verified and corrected, this will cause problems when submitting your data to the state at year end.



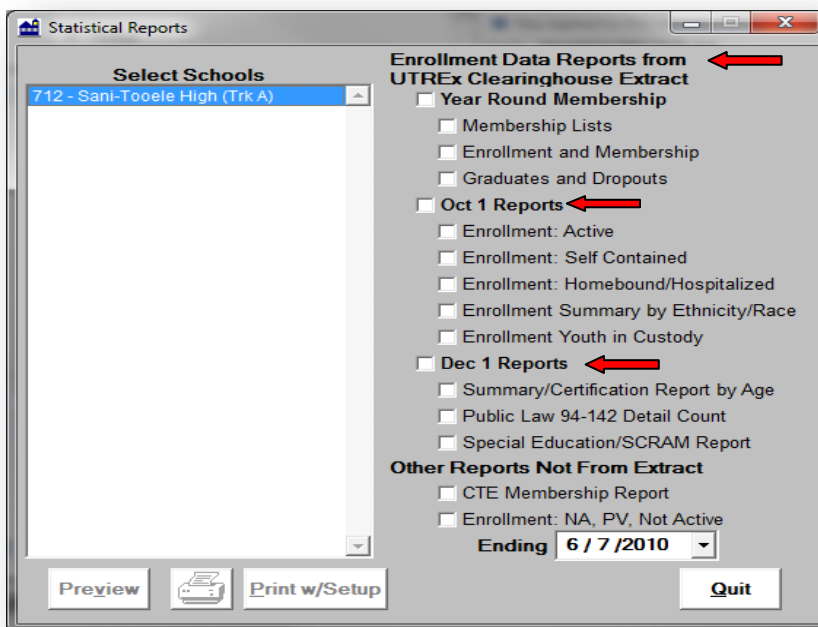
For instructions and more information about SSID's - Call: Mike Thompson: 801 538-7599. To access the web site: <https://cs.schools.utah.gov/ssid/login.aspx>

Print all reports from the Data Enrollment Reports and the UTREx Clearinghouse



It is critical to print and file _____ copies of all reports from year to year for auditors. Also, print and file the reports you receive back from the state UTREx Clearinghouse for the Year End Report for **October 1, December 1, and July 7th**. **Check these reports and make sure your school data is accurate.**

Print and file the reports from the **Enrollment Data Reports** by selecting the reports and select Preview then Print or select Print w/Setup.



These reports are **critical** for auditors for all three times of the year, October 1; December 1; and Year End Membership. They should be saved and filed for reference. Auditors will sometimes ask for two or three years back data. Save all reports each year. These reports can usually answer the questions they request.

Auditors may ask for class rosters to determine class size information. Be sure and save all the class rosters for all terms to a .pdf and file them with your other critical information.

Auditors may ask for an exited students attendance records. Save a copy of all exiting students files with attendance reports, etc.



Remember to print and file the Raw Data Counts downloaded from the UTREx site when running the UTREx Clearinghouse Reports all three times of the year.